

Town of Lenox
Planning Board
Lenox Town Hall
March 12, 2019

Members present: Chair Pam Kueber (PK); Kate McNulty-Vaughan *Remotely* (KMV); Kameron Spaulding (KS); Tom Delasco (TD)

Absent with Notice: Deborah Rimmler (DR)

Staff present: Gwen Miller, Land Use Planner/Director (GM) and Jes Cote, Land Use Assistant (JC)

Others Present: Mark Smith (MS); Jim Biancolo (JB), Zach Feury (ZF) *Berkshire Regional Planning Commission*

List of documents provided for this meeting:

- March 12, 2019 agenda
- Summary of Changes Rev 1
- Phase III changes to sign bylaw
- Feb. 26, 2019 PB Minutes for approval
- March 18th 2018 STR Meeting minutes for approval
- Article 9 – Adult Use Marijuana in Lenox revised copy

Opening announcements from the Chair: PK acknowledged that KMV was attending via remote participation, that KMV possessed all documents prepared for use during the meeting, and that the Board would take all votes by roll call. She also noted that the meeting was being audiotaped by the Planning Board.

1. Discuss proposed changes to sign bylaw

- Phase III document includes documentation of steps necessary for signs. Broke up into two sections (permit required and permit not required districts). Language added with design requirements, allotment of signs hanging from other signs, window signs.
- References to “flags” and “banners” were removed from proposed bylaw. Planning Board will review potential “flags” and “banners” section at a later discussion.
- PK acknowledged appreciation for of all work done in changes and bringing those changes to the PB attention.
- MS and JB plan to add graphics to bylaw for better understanding of tables within document.
- Question from KMV in regards to section 1.1.6 for who is making the sign for the applicant and how does the sign maker follow our bylaw? MS feels that the table within the section as well as graphics included will help the applicant.
- TD suggests moving 1.1.3 to beginning of bylaw, specific to the signs in all districts permit NOT required. By moving to beginning of bylaw those applicants that are looking to have a sign, such as “for rent”, will not be overwhelmed.

ACTION ITEMS

- KS would like phase 1 and 2 documents sent to everyone via digital. PK will send phase I and phase II documents to go along with phase III document to see changes in each iteration. PK requested to have a bulleted list of changes if this is going to go before the town.
- PK suggests adding to agenda in two weeks to review charts within sign bylaw and find ways to ease the burden on applicant so that it is an easy process for the applicant.
- JB suggests that he and MS continue as ad hoc committee for sign bylaw to stay connected and ease workload for PB.

2. Master Plan – Discuss Land Use chapter – accomplishments since 1999, focus areas moving forward, data updates most required.

- *The Board discussed changes that had occurred in Town related to land use and the objectives outlined in the Land Use chapter of the 1999 Master Plan since it was published. They also discussed focus areas to explore moving forward. ZB of Berkshire Regional Planning Commission captured all the comments, which will be summarized as part of Master Plan next steps.*

3. Review and agree that all final changes to Adult Use Marijuana Establishments bylaw have been incorporated to draft finalized after the Feb. 26 public hearing; officially vote to move the item to Town Meeting warrant.

- Changes were made to bylaw in regards to the hearing on Feb 26th. GM supplied most recent changes in document dated March 7th 2019. PB clearer language: “*Marijuana establishments with grow operations in a translucent building shall not illuminate between dusk and dawn.*” GM will update document with KMV grammar notes and slight changes from Planning Board. KS moves to recommends to move bylaw to town warrant and TD seconded. Roll Call vote: PK votes “aye”, KMV votes “aye”, KS votes “aye” and TD votes “aye”.

4. Approve minutes for Feb. 26, 2019 (Planning Board) and March 18, 2018 (STR subcommittee); acknowledge recent correspondence.

- PK moves to approve meeting minutes from March 18, 2018 as amended and KMV seconds. Roll Call votes: PK votes “aye” and KMV votes “aye”.
- PK amends to have documents list added to February 26th 2019. Gwen making changes per amendments from KMV. KMV motions to accept meeting minutes from February 26th 2019 as amended and TD seconds. Roll Call – KS abstaining, TD votes “aye”, PK votes “aye” and KMV votes “aye”.

5. Time permitting: Committee / Board updates – Affordable Housing, CPC, Land Management, Historic District Commission, BRPC, update on status of BRPC DLTA support requests, Master Plan update.

- *Planning Board did not have time to address these agenda items.*

6. Discuss agenda for next meeting, March 26, 2019

- Discuss sign bylaws at next meeting on March 26, 2019. GM confirmed that citizens' petitions have been submitted for Annual Town Meeting related to zoning for both Adult-Use Marijuana and Short-Term Rentals and informed the Board that these will require a public hearing by the Planning Board. The Board agreed to set the date for the Public Hearings at the next meeting.

KS moves to adjourn and PK seconds. Roll Call vote: PK votes "aye", TD votes "aye, KMV votes "aye" and KS votes "aye".